



# RECORDS RETENTION SCHEDULE

Alabama Judicial System



## **RECORDS RETENTION SCHEDULE FOR MUNICIPAL COURTS**

In accordance with the provisions of Section 41-13-21, Code of Alabama 1975, the municipal court's records retention schedule was adopted as an amendment to the records retention schedule of the Alabama Unified Judicial System on December 16, 1985. The schedule, approved by the Alabama Supreme Court and the State Records Commission, is the legal authority for the maintenance and disposition of municipal court records.

The records retention schedule was developed to provide for the timely and systematic destruction of records with limited retention value and the preservation of records with permanent legal and historical value. The schedule is arranged alphabetically by record title and provide the minimum period that each record must be maintained. Any court records not listed in the records retention schedule must be maintained until the schedule can be amended to include the record and provide retention instructions.

**Amending the Records Retention Schedule.** Proposed amendments or additions to the records retention schedule shall be submitted to the Administrative Director of Courts (ADC) in accordance with Rule 47, Alabama Rules of Judicial Administration. Amendments or additions approved by the Supreme Court, in accordance with Section 41-13-21, Code of Alabama 1975, will be incorporated into the records retention schedule.



**Disposal of Court Records.** Court records should be disposed of by depositing them in a public landfill or, if deemed confidential, by burning or shredding them. When disposal is by depositing records in a public landfill, it should be in a manner that will prevent the records from being retrieved. The disposal methods set out herein are exclusive, and records shall not be sold, given away, or disposed of in any other manner. Disposal of court records should be reported to the Records Management Division of the Administrative Office of Courts on forms provided by that division.

**Disposal of Court Records After Microfilming.** After a record has been microfilmed in a manner approved by the Administrative Office of Courts, the paper copy can be disposed of in the manner listed above. Before starting a microfilm project, the Records Management Division of the Administrative Office of Courts should be contacted to assure that all microfilm standards will be met.



THE STATE OF ALABAMA----- JUDICIAL DEPARTMENT

IN THE SUPREME COURT OF ALABAMA

DECEMBER 16, 1985

ORDER

WHEREAS, on October 1, 1980, this Court adopted Rule 47, Alabama Rules of Judicial Administration, which established a records retention schedule for the Unified Judicial System; and

WHEREAS, the Administrative Director of Courts has now submitted to this Court proposed amendments to the records retention schedule of the Unified Judicial System pertaining to trial and municipal courts, which amendments have been approved by the Alabama State Records Commission,

IT IS, THEREFORE, ORDERED that the amendments to the records retention schedule of the Unified Judicial System pertaining to trial and municipal courts, attached hereto as Exhibit A, are adopted and incorporated into the records retention schedule adopted by this Court on October 1, 1980.



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## MUNICIPAL COURTS

SCHEDULE NO. \_\_\_\_\_

DATE \_\_\_\_\_

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1. Item No.	2. Record Title and Description (includes use, when possible, contents of record, and if one-time disposal, etc.)	3. RETENTION INSTRUCTIONS
1.	BANK RECORD AND RECONCILIATION REPORT - Payee, check number, balance, amount, date, and account number.	Retain one year from date of audit report.
2.	BANK STATEMENTS - Monthly notices from a bank listing checks and the balances of the court's accounts.	Retain one year from date of audit report.
3.	BOOK OF OATHS - Record of oaths taken by public officials.	Retain permanently. Transfer to the Department of Archives and History when book filled.
4.	CALENDAR OR LOG REPORTS - Court Calendar; contains date, case number, parties, time of hearing, attorneys, charge, defendant, receipt number, received of, clerk's signature, witness' fees, solicitor's fees, trial tax, miscellaneous fees, judge's name, sex, color, and disposition.	Immediate disposal.
5.	CANCELLED CHECKS - Date, check number, pay to the order of, amount, signature of clerk, bank parties, and case number.	Retain one year from date of audit report.
✓ 6.	CASE FILES - Non-Traffic Criminal Cases	CASE ACTION SUMMARY MUST BE RETAINED PERMANENTLY IN ALL CASES.  Retain 10 years from date of final disposition.

THE SUPREME COURT OF ALABAMA HEREBY AUTHORIZES ABOVE LISTED AND/OR ATTACHED LISTED RETENTION SCHEDULES. FOR ANY DELETIONS OR MODIFICATIONS, SEE INTRODUCTION TO THIS MANUAL.

  
CHIEF JUSTICE, SUPREME COURT OF ALABAMA

12/16/85  
DATE



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### MUNICIPAL COURTS

SCHEDULE NO. \_\_\_\_\_

DATE \_\_\_\_\_

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1. Item No.	2. Record Title and Description (includes use, when possible, contents of record, and if one-time disposal, etc.)	3. RETENTION INSTRUCTIONS
7.	CASH BOOK - Journal of receipts and disbursements.	Retain 10 years from date of audit report.
8.	CHECK STUBS - A record of checks written. May include case number, receipt number, amount, bank, parties, cost, check number, date, name, total, witness' fees, and balance.	Retain one year from date of audit report.
9.	COPY OF LISTS OF MONIES RECEIVED WHICH IS SENT TO STATE COMPTROLLER - Court, date, and total.	Retain one year from date of audit report.
10.	DEPOSIT SLIPS - Notice accompanying the checks deposited by the clerk into the various court accounts. Includes check number, date, name, and total.	Retain one year from date of audit report.
11.	INDEX CARDS - Cause of action, docketing information, cross reference to other books, case number, parties, page, term of court, and year.	Retain permanently.
12.	JOURNAL PAGES - Loose pages or post book that includes date, check, payments, receipt number, partial collections, total amount received, and check number.	Retain 10 years from date of audit report.
13.	RECEIPT BOOKS - Case number, date, name, received of, total, clerk's signature, trial tax, amount, parties, receipt number, witness' fees, clerk's fees, date issued, fine, and date received.	Retain one year from date of audit report.

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1. Item No.	2. Record Title and Description (includes use, when possible, contents of record, and if one-time disposal, etc.)	3. RETENTION INSTRUCTIONS
14.	TRAFFIC RECEIPTS - Pre-1977 the receipt had the following information: parties, charge, residence, date, court, case number, type of court, ticket number, and remarks. Post-1977 the receipt is noted on the reverse of the UTC-1 but a separate receipt is given.	Retain one year from date of audit report.
15.	UNIFORM TRAFFIC CITATION AND SUPPORTING FORMS	Dispose of 5 years from date of ticket.
16.	UTC TRANSMITTAL FORMS	Retain one year from date of audit report.
17.	WARRANTS - Warrants for arrest. May include parties, date received, date of service, mileage, arresting officer, and remarks.	Retain 10 years from date of final case disposition.

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